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Dunchurch Community Library  
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**The Minutes of the Ordinary Meeting of Dunchurch Parish Council that took place on Monday, 10<sup>th</sup> July 2023 in Dunchurch Community Library, commencing at 7.00 pm.**

**Present: Tracey Price (Chair), Howie Marsh (Vice-Chair), Jan Gee-Russell, Cara Martin, Jon Marlow, Gary Sly, Ian Grogan and Ann Coomber. The Dunchurch PC RFO, Becky Maoudis and Gill Peacock, Temporary Clerk were present virtually via Teams. RBC Cllrs John Keeling also attended.**

**3 members of the public were present.**

Cllr Price welcomed everyone to the meeting and went through the various instructions and procedures for the meeting and read out the following notice: *Photographing, reporting, recording, filming, or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting, or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting. If members of the public do not wish to be filmed or recorded, they must sit in a designated area away from the recording equipment.*

## **PUBLIC PARTICIPATION SESSION**

- A resident said that they were concerned about the number of earth-moving lorries that are travelling through the Village. They went on to say that they are extremely heavy vehicles and that the earth shakes when they go through to a development. In addition, there are a number of heavy lorries going through at the same time, throughout the day and night, which is very disruptive to residents in the area. The resident went on to ask if there is anything that can be done about this situation because she felt that if residents knew how long these issues would be going on for, it would be helpful. Cllr Price responded and said that she had received a call from a former Cllr, and it appeared that the earth moving lorries were going to Draycote Water and he had contacted Severn Trent regarding the situation. The former Cllr had agreed to contact Cllr Price to give her an update and it appears that there were ten lorries coming into Dunchurch and twelve going out of the Village at the same time, travelling at excessive speeds when they are fully loaded and sometimes taking short cuts through the traffic lights. It was agreed that Cllr Price would see what the former Cllr reported back with and then Dunchurch PC could get involved. Cllr Price also reported that there had been an accident on Friday morning when a lorry had gone into the right-hand lane at the traffic lights

and there was a car on the left-hand side. When the lorry moved off, they turned left, straight into the car.

- A resident also asked if the RBC Cllr who was present could request if the litter bins could be emptied a bit more often, especially the bin on the corner by the Dun Cow. Cllr Keeling agreed to investigate the situation.

## MINUTES

### 1. Apologies.

Apologies were received and accepted unanimously from Dunchurch PC Cllr Paul Waller, due to ill-health and Cllr Vaughan as he was working.

### 2. Declarations of Interests and Dispensations.

Cllr Sly declared a personal interest in both Dunchurch Park Hotel applications - R22/0193 and Planning Appeal: APP/R3650/W/23/3316848 as he lives next door to Dunchurch Park Hotel and the applicants are appealing the decision by RBC to refuse their proposals. Cllr Marlow also declared an interest in Planning Application R23/0537 as the applicant is a friend. Cllr Grogan declared an interest in Item 13 as he is a resident in Brook View Close and Cllr Marsh also declared an interest in Planning Application R23/0654, as he is a near neighbour.

### 3. Reports from Rugby Borough Councillor and Warwickshire County Councillor.

Cllr Price welcomed RBC Cllr John Keeling to his first Dunchurch PC meeting and he said that he was a new Cllr and had only been in the role for two months. He said that he was enjoying it, although he was learning day by day. He went on to say that he had received hundreds of queries from the Dunsmore Ward and Dunchurch itself.

- Cllr Keeling reported that he had attended the Homestead Link consultation on Friday, and he felt that the reception was mostly positive from residents regarding the new homes between Dunchurch and Cawston.
- Cllr Keeling said he had received a query about a trespasser on The Heath and RBC was notified and the trespasser was served a notice to leave the site within twenty-four hours. Cllr Keeling went on to say that he had emailed the Officer about the potential for installing lockable bollards or any possible deterrent and the Officer said that he would investigate and advise accordingly.
- Cllr Keeling said that he had a leaflet which was coming out shortly with an update on what was happening in the Dunsmore Ward and that he also had a Facebook page with instantaneous updates in the Dunsmore Ward.
- Cllr Keeling said if he could not attend a Dunchurch PC meeting was there anything particular that the DPC would like included? Cllr Price responded and said that it would be helpful if the news was current and concentrated more on Dunchurch itself rather than the whole Ward. Cllr Martin also said that it would also be helpful if the Report included an update on projects which had already been reported on.
- Cllr Price went on to say that the DPC were really struggling with any kind of communication from the WCC Cllr, particularly with speeding and traffic issues. A number of DPC Cllrs, as well as the Clerk had tried to contact the WCC Cllr but had not received any responses. Cllr Deepah Roberts had attended one meeting but no-one had been able to contact her since. Cllr Price went on to say that residents were having the same issues and they felt what was the point of having a WCC Cllr if they never

responded. Cllr Price went on to say that the lack of contact with the WCC Cllrs had been going on for at least the last couple of years.

- Cllr Marsh asked Cllr Keeling how he would best like to communicate and that it was preferable if Cllr Keeling were to attend meetings as it was much more meaningful. Cllr Keeling responded and said that it was his intention to attend as many DPC meetings as possible and would communicate as often as he could.
- Cllr Martin asked Cllr Keeling if it was OK to share his social media links on the Dunchurch PC Facebook page and he agreed that was a good idea.

#### **4. Approval of the Minutes of Dunchurch PC Ordinary Meeting which took place on 12<sup>th</sup> June 2023.**

Cllr Price asked if the DPC Cllrs accepted and agreed with the minutes of the Dunchurch PC Ordinary meeting on 12<sup>th</sup> June 2023. **It was RESOLVED that the Minutes of the Ordinary meeting on 12<sup>th</sup> June 2023 were confirmed as a true record and could be signed by the Chair. This motion was proposed by Cllr Price, seconded by Cllr Grogan, and carried unanimously by all Cllrs present at the meeting.**

#### **5. Clerks Report of Activities since the last DPC Meeting, including any appropriate correspondence.**

- The Clerk reported that there had been five applications for the role of Clerk received and RFO Becky Maoudis and herself had conducted two informal interviews, with a third potentially on Thursday morning. The Clerk went on to say that she would be phoning two candidates for a chat and to see whether it was appropriate to set up interviews with them as well.
- Once the Clerk had contacted all applicants RFO, Becky Maoudis and herself would put forward any potential candidates for a formal interview.
- Cllr Price confirmed that the Staffing Working Party would be holding a Teams Meeting on Thursday at 5.30pm and the Clerk said that she would send out the invites.
- The Clerk also reported that she had been liaising with the parents of a former DPC maintenance person and it had been agreed that they would like to erect a bench on The Heath with a plaque in his memory. The Clerk asked if it would be possible for Cllr Keeling to investigate whether that would be possible as she had contacted RBC a number of times but had not received a response. Cllr Keeling said that he would investigate it and the Clerk said that she would send him an email.

#### **6. Dunchurch NDP – Update**

- RFO Becky Maoudis reported that she had not received any confirmation from Locality regarding the grants which were available, and she hoped to hear further by next week. She went on to say that she would keep Cllrs updated.
- The Clerk also indicated that she had also been liaising with Planet-X.
- Cllr Price confirmed that she had sent some Reports on to Ms Maoudis and Ms Maoudis said that she had forwarded them all on to Planet-X and had received an acknowledgement that they had been received.

## **7. Planning – Applications received from RBC - see Appendix.**

The Clerk reported that all the current applications are detailed in the Appendix below and had been uploaded on to the DPC web site.

- The Clerk also reported that the DPC had responded to most of the planning applications, including R23/0640, which is a Tritax development. The Clerk also said that she was liaising with the RBC Planner for the Tritax developments over their latest application, which was a Variation in Conditions 24, 25, 27 and 30 as there were inconsistencies in the Stantec Report. She went on to say that the RBC Planner said that she would contact Framptons, the Tritax Agents and clarify the position.
- The Clerk also said that details of the DPC responses are available to view on the RBC Planning Portal.
- Cllr Price also reported that the Dunchurch Park Hotel appeal would be heard tomorrow at the RBC Offices.

## **8. To discuss ways to improve communications with the residents in Dunchurch – update & to discuss submissions to Rugby Communities e-newsletter and the content of the Village Noticeboard.**

- Cllr Martin reported that the overall feedback from residents had been to place notices in the Post Office, Shops, the Dun Cow and Noticeboards.
- Cllr Martin indicated that this may defeat the object of the exercise because the idea was to contact residents on the outskirts of Dunchurch, as well as those in the Centre, however most of the respondents lived in the Centre already. She went on to say that the DPC had contributed to the FODS magazine in the past as a way of communicating with all residents, particularly those on the outskirts.
- Cllr Martin went on to say that a Noticeboard between Cawston and Dunchurch would be an effective way to communicate.
- Cllr Martin said that a number of residents had also suggested an Annual Newsletter, which would be an effective way of including all the residents in Dunchurch, particularly as it could include things that the DPC had achieved over the last twelve months.
- Cllr Coomber said that the DPC may receive a grant for the Noticeboard between Cawston and Dunchurch. She went on to say that a Noticeboard was a visible way of communicating with Parishioners and the DPC may receive feedback which had not been received before. Cllr Coomber was asked where the most effective place would be to erect a Noticeboard and she indicated that she felt that just past the Five Ways roundabout, towards Bilton would be a good place. Cllr Coomber went on to say that the exact location could be agreed on later.
- Cllr Martin said that she felt that a Noticeboard was required irrespective of whether a grant was received or not.
- Cllr Price suggested that the DPC could contact the Developers, Bellway Homes in Cawston to see whether it would be possible for a Noticeboard to be erected on their land and Cllr Martin said that perhaps they may pay for it?
- Cllr Martin re-iterated the suggestion of an Annual Newsletter as an effective way to communicate with ALL residents in Dunchurch because the feedback she had received had been really positive when the DPC had reported on the things that they had done

and would be inclusive for everyone. Cllr Martin agreed to take all the above ideas forwards.

**9. To report requests for information & FOI Requests.**

Cllr Howie Marsh reported that there had been no requests for information or FOI's this month.

**10. Discussion over how the DPC can commemorate the King's Coronation - update.**

Cllr Price reported that the idea of erecting a plaque on the Market Cross (Butter Cross) would not be a good idea as the structure was crumbling. Cllr Price went on to say that her preference would be to put a time capsule in the Thatched Bus Shelter under the slabs with a plaque. Cllr Martin said that she would speak to the Primary School to see whether they would contribute, as well as various community groups in the Village such as FODS, the Festival Group, Parish Council etc. Each Group could then contribute a little bit to the Time Capsule. Cllr Martin was asked if she could take this project forward.

**11. Speeding, dangerous driving & traffic in & around Dunchurch.**

The Clerk reported that she had been in touch with RBC Cllr John Keeling and explained that it was difficult to get hold of WCC Cllrs to take any discussions regarding the potential for traffic calming forward.

- Cllr Sly said that he was trying to ascertain how much traffic calming would cost for each individual item and where the DPC could site any traffic calming measures.
- Cllr Grogan asked whether it would be possible to install 'Smiley Faces' for people travelling at the correct speed even though there were no speed cameras and Cllr Sly responded and said that might not be possible due to costs.
- Cllr Coomber requested that the speeding along Cawston Lane should be looked at, however, there were frustrations as nothing could really happen until the Homestead Link Road was constructed, which had been highlighted at the Homestead Consultation over the weekend.
- Cllr Price said that the same situation had happened with Dunchurch Crossroads, and it had been suggested that speed humps be installed but it had been pointed out that vehicles with trailers going over the humps would cause a significant amount of noise disruption, which would not be acceptable.
- Cllr Coomber indicated that there were forms available to comment on from the Homestead Link consultation and perhaps if the DPC could encourage residents to comment if there were a stock of the forms available in the library.

**12. To ratify the Members of a Staffing Working Party.**

Cllr Price said that the members of the Staffing Working Party had been Cllrs Marsh, Grogan, Price, and the Clerk. Cllr Price went on to say that the Staffing Working Party assessed the applications and then invited candidates for an interview and then made recommendations to the whole Council. No decisions would be made by the Staffing Working Party. **It was RESOLVED that the members of the Staffing Working Party would be Cllrs Price, Marsh, Grogan, and the Clerk. This motion was proposed by Cllr Price, seconded by Cllr Martin, and carried unanimously.**

**13. To ratify Dunchurch PC's Policies: Safeguarding Vulnerable Adults, Children & Young People, Training & Development & Equal Opportunities & Diversity. (previously circulated)**

The Clerk reported that the above policies had been circulated to Dunchurch PC Cllrs. A number of changes had been made, particularly updating the Equal Opportunities & Diversity Policy, and all amendments had been circulated to all the Dunchurch PC Cllrs. **It was RESOLVED that the above policies were approved by the DPC. This motion was proposed by Cllr Price, seconded by Cllr Gee-Russell, and carried unanimously.**

- Cllr Martin said that she felt that it could be mentioned to the Library Volunteers that if they had any concerns about a child, the process could be mentioned to them and what they had to do if there may be a safeguarding issues. It could also be cascaded down to everyone so that they would know what to do.

#### **14.To discuss the stream land at the rear of Brook View Close.**

The Clerk reported that she had been liaising with Taylor Wimpey and that she had received an email which indicated that a new person from their Strategic Land Department would be dealing with the DPC in the future. The Clerk indicated that she would contact the member of staff in the Strategic Land Department regarding clearing the site. However, it was pointed out that the land cannot be cleared as this may have been mentioned in the Section 106 Agreement that no maintenance could be carried out. Following a discussion, Cllr Gee-Russell pointed out that it would be a good idea for Warwickshire Wildlife Trust assessed the land as there were Deer roaming around this area. It was agreed that the Clerk would look at the Section 106 Agreement attached to the Planning Permission and then, if necessary, contact Taylor Wimpey and ask them not to touch the land.

#### **15.Finance – See attached Payment Schedule**

- **To approve payments to be made.**
- Ms Maoudis reported that all the Cllrs had received a copy of the Payment Schedule, which had been uploaded on to the DPC web site. Ms Maoudis went on to say that there was an additional payment to RBC for the provision of a Dog Refuse Bin in Cawston Lane for £276.00 incl. VAT, which had been agreed in principle.
- Ms Maoudis also confirmed that the invoices from Total Energies were up to date.
- Cllr Marsh also said that the overall cash position was running quite low and asked if Ms Maoudis could move £20,000 from Scottish Widows into the DPC current account as the second half of the Precept was not due until September.
- **It was RESOLVED that all the payments on the schedule were approved and that £20,000 be moved from Scottish Widows to the DPC current account to cover costs over the next two months. These motions were proposed by Cllr Marsh, seconded by Cllr Gee-Russell, and carried unanimously.**

#### **16.Private Session**

There were no items to be discussed in Private Session.

**Date of the next Dunchurch Parish Council Meeting: (7<sup>th</sup> August – Summer Recess) 11<sup>th</sup> September 2023.**

<b>Application No</b>	<b>Address</b>	<b>Proposal</b>	<b>Comments &amp; Due Date</b>
<b>R22/0644</b>	Gemini, Southam Road	Erection of two new dwelling	<b>Approved</b>
<b>R22/0654</b>	Land Adjacent to Homestead Farm, Coventry Road	Residential Development comprising 4 detached dwellings, garaging, access road and associated works (Outline – access only)	<b>02.09.2022</b>
<b>R22/0853</b>	Land North of Station Farm Cottage, London Road	Outline application for: Residential development of up to 350 dwellings (Use Class C3); provision of open space, including means of access to the site (not internal roads) and associated works, with all other matters (relating to access, appearance, landscaping, scale, and layout) reserved.	<b>22.10.2022</b>
<b>R22/0928</b>	Land North of Dunchurch, South of Bilton	Full planning application for the delivery of an all-traffic single carriage way link road (the Homestead Link Road) etc.	<b>22.10.2022</b>
<b>R22/1073</b>	Ellesmere, Southam Road	Construction of 2 new dwellings fronting Sandford Way in the rear gardens of Ellesmere, Langdale & The White House	<b>07.12.2022</b>
<b>R22/1259</b>	34 Lime Tree Avenue	Erection of single storey garage.	<b>21.12.2022</b>
<b>R22/1284</b>	18 Southam Road	Two storey rear extension	<b>4.01.2022</b>
<b>R22/1337</b>	Land at rear of 1 & 3 Bilton Lane	Erection of two new detached dwellings, vehicular/pedestrian access, associated parking & works.	<b>01.02.2023</b>
<b>R23/0006</b>	Homestead Farm, Coventry Road	Four Detached dwellings	<b>01.02.2023</b>
<b>R23/1237</b>	Inglenook, Coventry Road	To replace existing kitchen window with French windows of same width in an existing 1970 flat roof extension.	<b>17.03.2023</b>
<b>R23/0257</b>	61 Lime Tree Avenue	Erection of single storey wrap around garage for car parking & gym, and relocation of vehicle access with electric gates.	<b>24.03.2023</b>
<b>R23/0235</b>	Cawston House, Thurlaston Drive	Erection of 5 extra care cottages at Lime Tree Retirement Village.	<b>27.03.2023</b>
<b>R23/0174</b>	Dunchurch Methodist Church, Cawston Lane	Change of use from Church to Montessori Nursery, including alteration of 2 south-west windows & doors. New vehicular access from Cawston Lane,	<b>04.04.2023</b>

		creation of external activity area with shelter & associated parking & bin storage.	
<b>R23/0397</b>	Western Part of Zone D (Unit 7) – Land North of Coventry Road	Erection of a building within Use Class B8 with ancillary office; ancillary structures, gatehouses; with associated access roads; servicing yards; car parking & cycle shelters; external plant & access; landscaping details; security fencing. Approval of reserved matters access, appearance, layout, scale & landscaping Re: R16/2569.	<b>05.05.2023</b>
<b>R23/0398</b>	Central & Eastern Parts of Zone D (Units 5 & 6) – Land North of Coventry Road	Erection of 2 buildings within Use Class B8 with ancillary office; ancillary structures, including gatehouses; with associated access roads; servicing yards; car parking & cycle shelters; external plant & access; landscaping details; security fencing. Approval of reserved matters access, appearance, layout, scale & landscaping Re: R16/2569.	<b>05.05.2023</b>
<b>R23/0399</b>	Land North of Tritax Site– Land North of Coventry Road	Amended landscape mound to that approved under PP R20/1026 on Northern boundary of Parameters Plan.	<b>15.05.2023</b>
<b>R23/0347</b>	Stone Cottage, Vicarage Lane	Install a log cabin at rear of property.	<b>Approval</b>
<b>R23/0384</b>	St Georges, Rugby Road	Cert. of Lawfulness for single storey extension, glazing to garage and replacement cladding.	<b>14.05.2023</b>
<b>R23/0419</b>	Daru House, Northampton Lane	Two storey side extension to existing dwelling.	<b>26.05.2023</b>
<b>R23/0403</b>	Dunchurch Park Hotel, Rugby Road	Retention of Children's Playground, security barrier & gatehouse for a temporary period of 18 months	<b>Refused</b>
<b>R23/0460</b>	4 Daventry Road	Change of Use of existing first floor to Living Accommodation with Parking & Access Mezzanine.	<b>27.06.2023</b>
<b>R23/0537</b>	The Nook, The Square	Proposed single storey rear/side extension to dwelling.	<b>06.07.2023</b>
<b>R23/0640</b>	Units 1 & 2, Land North of Coventry Road, Thurlaston	Variation of Conditions 24, 25, 27 & 30 of Planning Permission R20/1026. <a href="http://www.planningportal.rugby.gov.uk">www.planningportal.rugby.gov.uk</a>	<b>29.07.2023</b>
<b>R22/0193</b>	Dunchurch Park Hotel & Conference Centre, Rugby Road.	<b>Planning Appeal:</b> <b>APP/R3650/W/23/3316848.</b>	<b>Members of the Public may attend.</b>



Payment Schedule (See attached Document)

Paid expenditure transactions

NEST Pension	Pension contribution	£100.04
Visibly Clear	Library cleaning	£30.00
Visibly Clear	Library cleaning	£30.00
TCPA	Annual membership	£90.00
WALC	Training	£78.00
Rebecca Maoudis	April & May expenses	£96.25
Tracey Price	Expenses	£57.60
Gill Peacock	Expenses	£95.59
Viking Raja Group	RM copy paper A4 x 5	£31.08
John Fenwick Wilson	Milk for library	£11.40
Darren Styles	Hours and expenses	£1,058.50
BT	Parish telephone	£61.55
Wicksteed Leisure	Supply and installation	£50,000.00
Visibly Clear	Library cleaning	£30.00
Gamma Business	Library telephone	£32.16
Jonathon Marlow	MoD England Flag	£17.99
SLCC	Membership fee	£177.00
Visibly Clear	Library cleaning	£30.00
AR Interactive	Website hosting	£94.80
Water Plus Limited	Water charges	£43.62
Total Gas & Power	Elec Library May	£493.96
Total Gas & Power	UMS lighting March	£20,676.69
Total Gas & Power	UMS lighting April	£3,370.95
Gill Peacock	June Salary	TBC

Rebecca Maoudis	June Salary	TBC
HMRC	PAYE & NI	£430.96
NEST Pension	Pension contribution	£100.04

Payment schedule

Gill peacock – June expenses	£78.95
John Fenwick Wilson - Milk for library	£13.30
Total Gas & Power - UMS lighting May	£3,062.33
WCC – M&E water services, inspection, and testing	£372.49
WCC – Mechanical cooling and ventilation, emergency lights	£340.95
BT – Parish Office telephone	£62.58
Rebecca Maoudis – June expenses	£86.83
RBC – play rangers 01/04/23 to 31/05/23	£544.00
Darren Styles – Hours and expenses	£695.27
Total	£5,256.70